

Sanitized - Approved For Release CIA-RDP54-00177A000100110043-4

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

FROM : Chief, Central Records Division

DATE: 5 April 1948

SUBJECT: Monthly Progress Report for March 1948

| | T/O | On Duty | Pending | Unfilled | |
|--------------------------------|-----|---------|---------|----------|--------|
| 1. Personnel | | | | | |
| Hq., Central Records | | | 1 | 2 | |
| Special Distribution Sect. | | | 0 | 0 | 25X9A2 |
| Central Mail Sect. | | | 8 | 4 | |
| Administrative Files Sect. | | | 1 | 4 | |
| Information Distribution Sect. | | | 1 | 4 | |
| | | | 11 | 14 | |

*Including one EM awaiting reassignment

2. Volume

a. The Information Distribution Section handled 13,894 regular intelligence information documents in 57,352 copies. It processed 1,176 dittoes of CIA produced intelligence information in 42,624 copies. (Since it has been decided that a simple statement of total number of dittoes does not reflect a true picture of the work load, the number of pages of dittoes is now counted. 2,159 pages of ditto were handled.) In addition IDS processed and distributed ten intelligence publications in 1049 copies.

b. The Administrative Files Section handled 2,057 documents.

c. The Special Distribution Section handled 148 documents in 277 copies, of which 46 of 451 pages were reproduced and handled in 1,195 pages of copy.

d. The Executive Registry processed 1,092 items, plus 243 TOP SECRET documents and prepared 23 Daily Action Summaries. Many of the items had previously been processed by other sections of Central Records.

e. No count is made of material passing through the Central Mail Section. All material handled in IDS and AFS is first handled in bulk in Central Mail Section. In addition, personal mail and other materials are processed directly by the Central Mail Section.

3. General

a. The survey of files to determine the adequacy of the draft of the Uniform File Manual and the location of Offices of Record to contain record copies of administrative material, has included all activities of A & M, the offices of the echelons of CIA in FWA Building, the activities of Office of Operations, and offices in OCB where necessary. Certain offices in ORE must be visited for concurrences in the initial draft. A rough draft of the filing manual is attached for your information.

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b. Central Records has cooperated with Management Branch in the preparation of an Administrative Instruction on the Records Administration program.

c. Noncurrent Records Activities:

(1) The embryonic CIA Archives has accessioned 124 cu. ft. of records from the Reference Center. These have been placed in a secure space in the attic of South Building.

(2) The transfer of records from WDC (FDB) to the National Archives is continuing as rapidly as possible. The total volume transferred will be reported upon completion of the job.

(3) The IBM card index prepared by OSS for motion picture films has been received on loan from the National Archives for use by Reference Center.

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FOIAb3b1 (4) A review was made of CIA's need for some 24 filing cabinets of [REDACTED] materials stored at the [REDACTED] warehouse. This review led to considerable work of checking files located both in [REDACTED] and at the National Archives. It will be possible to dispose of this material after certain materials are extracted for retention in other files. 25X1A6a

d. The files formerly maintained by the Executive Registry have been transferred to the Administrative Files Section where they have been combined with the Central Files when necessary.

[REDACTED] 25X1A9a

Draft

CENTRAL INTELLIGENCE AGENCY

FILING MANUAL

FOR

ADMINISTRATIVE MATERIAL

INDEX

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| 100 | ADMINISTRATION AND MANAGEMENT |
| 200 | FINANCE |
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| 700 | PROCUREMENT AND COLLECTION OF INFORMATION AND INTELLIGENCE |
| 800 | PROCESSING AND EVALUATION OF INFORMATION AND INTELLIGENCE |
| 900 | DISSEMINATION OF INTELLIGENCE AND DISTRIBUTION OF INFORMATION |

GENERAL

000 General

001 Unclassifiable communications
(Anonymous correspondence with indefinite subjects,
new subjects, etc.)

010 United States Government Offices
(file under this classification by name of agencies, material of
a general character for which subject classifications are not
provided elsewhere in this manual)

ADMINISTRATION AND MANAGEMENT

- 100 Administration and Management
- 101 Mission and general program of CIA
- 102 Organization

Note - These organizational codes are to be used whenever necessary to divide files classified under any filing symbol in this manual. The name of the organizational segment will be written after the filing code for subdivisions not assigned a filing symbol.

- (1) National Security Council
- (2) Director of Central Intelligence
(Including the Deputy Director and personal assistants)
- (3) Executive Director
- (4) Interdepartmental Coordinating and Planning Staff
- (5) General Counsel
- (6) Advisory Council
- (7) Executive for Administration and Management
 - (7-1) Budget and Finance Branch
 - (7-2) Services Branch
 - (7-3) Personnel Branch
 - (7-4) Reference Center
 - (7-5) Management Branch
- (8) Executive for Inspection and Security
 - (8-1) Security Branch
 - (8-2) Inspection and Audit Branch
- (9) Office of Collection and Dissemination
 - (9-1) Requirements Branch
 - (9-2) Collection Branch
 - (9-3) Dissemination Branch
- (10) Office of Reports and Estimates
 - (10-1) Basic Intelligence Group
 - (10-2) Current Intelligence Group
 - (10-3) Estimates Group
 - (10-4) Scientific Branch
 - (10-5) Map Intelligence Branch
- (11) Office of Operations
 - (11-1) Foreign Documents Branch
 - (11-2) Contact Branch
 - (11-3) [REDACTED]
- (12) Office of Special Operations
- (13) Field Offices

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102 A Organization Charts

- 110 Coordination and cooperation; conferences, meetings,
 committees; liaison; joint operations
- 111 Between CIA and outside agencies
 (Subdivide as necessary by names of boards, committees, etc.)
- 112 Between Offices of CIA (that is between major organizational
 segments)
- 113 Within CIA organizational units; staff meetings

- 120 Management planning and control
- 121 Procedural studies and analysis
- 122 Form design and control

- 130 Public Relations

- 140 Reports of Activity or Progress; Statistical reports

FINANCE

- 200 Finance
- 210 Bu dgets and appropriations; estimates, allotments
- 220 Vouchered Funds; Accounts
 - 221 Accounting systems and procedures
(File Comptroller General Decisions under this code)
 - 222 Receipt of funds; requisitions for; transfers of funds
to CIA from other agencies
 - 223 Disbursements of funds; expenditures; transfers to other
agencies from CIA
 - 223 A Claims against CIA; settlements
 - 224 Bank accounts; checks, drafts, deposits
 - 225 Property accounting and cost systems; property accountability
 - 226 Time and payroll accounting
- 230 Special Funds; unvouchered funds
(This classification may be subdivided in the same
manner as the 220 classification)
- 240 Audits
 - 241 Property accounts

PERSONNEL

- 300 Personnel
 - 301 Personnel Records
(File by names of individual employees all records
pertaining to the service of the employees)
 - 302 Civil Service Commission instructions and informational releases
- 310 Employment
 - 311 Applications (File records by names of applicants)
 - 312 Recruiting; use of military personnel (methods, rules, etc)
 - 313 Appointment, procedure and requests; placements, assignment
(interviews, examinations, duty involving travel)
 - 314 Status; transfers, details, promotions, terminations;
overseas service
 - 314 A Duty officers (Do not confuse with Security duty
which is filed under the 450 series)
 - 315 Requirements for personnel; authorizations, allotments
ceilings; positions control; tables of organization
- 320 Classification and compensation
 - 321 Job descriptions
 - 322 Pay and allowances; salary and wage rates; travel and
subsistence allowances
 - 322A Deductions, assignments and allotments
 - 322 B Within-grade salary advancement
 - 323 Efficiency ratings
- 330 Employee regulations and privileges
 - 331 Absence; leave

- 331 B Absence for public duty (voting, jury, witness duty)
- 331 C Absence for military duty; National Guard, reserve duty
- 332 Hours of work; work schedules; overtime; holidays
- 333 Military personnel; regulations
- 334 Retirement; pensions
- 335 Credit relations; indebtedness;
- 336 Outside employment and compensation
- 337 Solicitation; charity campaigns; gifts to supervisors
- 338 Conduct and discipline

- 340 Employee Services
- 341 Physical examinations; medical care
- 342 Group hospitalization
- 343 Lunch facilities
- 344 Credit Union
- 345 Welfare fund
- 346 Housing

- 350 Rewards, decorations and citations
- 351 Suggestions system

- 360 Training
- 361 Internship program

SECURITY

- 400 **Security**
- 410 **CIA Security Regulations and other security instructions**
- 411 **Disaster Plan**
- 420 **Security of Records**
- 421 **Registered documents; responsibility for, inventory of**
- 422 **Handling, transmission, storage, destruction**
- 423 **Classification; upgrading, downgrading**
- 430 **Security of Personnel**
- 431 **Clearances of applicants and employees; security investigations**
- 432 **Security indoctrination**
- 433 **Identification; badges, passes**
- 434 **Security personnel; Office and Branch Security Officers; Alternat and Assistant TOP SECRET Control Officers**
- 435 **Outside contacts of CIA personnel; membership in associations, etc.**
- 435 A **Clearance of speeches, articles written for publication, theses, etc.**
- 435 B **Contacts with courts and police**
- 435 C **Foreign travel of CIA personnel**
- 440 **Security violations; security checks**
- 450 **Security of intelligence contacts; clearances**

SUPPLY, SERVICES AND SPACE

- 500 **Supply, Services and Space**
- 510 **Supplies and Equipment**
- 510 A **Selection; specifications, standards**
- 511 **Procurement; purchase procedure and purchase documents**
- 511 A **Bids, quotations**
- 511 B **Requisitions**
- 511 C **Purchase Orders**
- 511 D **Contracts (subdivide by type as necessary)**
- 511 E **Purchases from special funds; unvouchered purchases**
- 512 **Shipments; deliveries and receipts**
- 512 A **Schedules; delays, expediting**
- 512 B **Irregularities; over, short, defective**
- 512 C **Packaging and marking**
- 513 **Storage, distribution and use; servicing and repair**
- 513 A **Ordering and issuing of materials; stock records**
- 513 B **Inventorying**
- 513 C **Moving of equipment and supplies; property passes**
- 513 D **Repair and servicing of furniture and office equipment**
- 514 **Disposal and Salvage; sale, transfer, loan**
- 515 **Classes and items of supply and equipment (Material regarding equipment and supply items may be filed alphabetically under this code, by names of particular items. Filing code symbols will be provided if it is desired to subdivide the code 515 by general classes of supplies and equipment rather than by particular items)**

- 520 **Buildings and grounds; office and other space**
File material by buildings or other space description.
Documents which may not be filed by buildings may be
coded according to the following subjects.
- 521 Acquisition and disposal of space; construction of facilities
- 522 Space control; assignment, layout, moving
- 523 Protection of areas; guard service, fire protection,
protective devices and equipment
- 524 Maintenance; custodial service; laundry service; utilities
- 524 A Bills for services; certification of bills
- 524 B Keys and locks
- 525 Air conditioning, ventilating, heating and lighting
systems and equipment
- 526 Plumbing
-
- 530 **Transportation Service and equipment**
- 531 Travel; travel regulations; reservations
- 531 A Overseas travel
- 531 B Travel documents; orders, tickets, vouchers
- 531 C Itineraries
- 532 Accidents; investigations
- 533 Transportation equipment; assignment; use of vehicles
- 534 Servicing and repair of vehicles
- 534 A Fuel and lubricants; credit cards
- 534 B Tires and tubes
- 534 C Parts and accessories
- 534 D Credit cards
- 535 Parking areas; assignment of space

- 540 **Communication Services and equipment**
Note - File under the proper code all material dealing with that type of communication
- 541 **Telephone**
- 542 **Telegraph and cable**
- 543 **Teletype**
- 544 **Inter-communication, signal and alarm systems**
- 545 **Wireless; radio**
- 546 **Cryptographic or other secure communication systems and equipment**
- 550 **Reproduction, printing, photographic and graphic arts services and equipment**
- 551 **Cameras (except cameras and related equipment used for for microfilming and photographic reproduction purposes)**
- 552 **Microfilming equipment, cameras and supplies; projectors and viewing devices**
- 553 **Photographic reproduction equipment and supplies; photostat, blueprinting, etc.**
- 554 **Printing, mimeographing and hectographing equipment**
- 555 **Electronic reproducing equipment**
- 556
- 560 **Stenographic and clerical services; stenographic pool**
- 570 **Mail and delivery service; internal and external (including postal regulations, franking privilege, postage, as well as matters of domestic and foreign mail and courier services)**
- 580 **Records; systems, services**
- 581 **Filing systems and service**
- 582 **Control of records; recording, receipts; loans**

- 590 Libraries and library services; control of library materials
- 591 Procurement and distribution of books and periodicals
- 592 Clipping service

LAWS AND LEGAL MATTERS

- 600 Laws and legal matters

Detail of sections 700, 800,
and 900 are in draft form, and
will be available in next few
days, after discussions are complete
with ORE